



CARVER SELECT BOARD

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To: All Department, Board, Committees, Commissions and Residents
From: Mark Townsend, Chair
Date: December 6, 2022
Subject: **Select Board Agenda Policy**

The policy for setting agendas for the Select Board meetings is as follows effective as of the date of this memo:

Department Heads, Committees, Commissions, Boards and Other Agenda Items:

1. The deadline for an item to be placed on the Agenda for a meeting is 5 business days prior to a Select Board meeting. The office must be provided background material, accompanied by a written short summary by the deadline.
2. All members of the Select Board, as the elected representatives of the Town of Carver, may submit items for the Agenda and the chair will make every effort to put those items on the next Agenda, providing the item has been requested with sufficient time to meet the requirements of the Open Meeting Law. The Select Board may also submit items as "Select Board Notes" that they would like to speak on, but not for discussion or vote of the Board members
3. A. If the written material from the Board member/Town Administrator/public is not received by the office by the deadline the item will not be placed on the Agenda. This will permit members of the Board an opportunity to review the material prior to the meeting.

B. It is not sufficient, due to the Open Meeting Law, to indicate on the Agenda that the XYZ Committee, or Mr. Smith will be coming before the Select Board. The public must be aware by looking at the Agenda what topics are going to be discussed.
4. On a request from a resident, the Chair will make the determination if it will be placed on the Agenda or if the issue will be directed to another Department Head/Committee/Board/Commission to better resolve the resident's concerns. *The party requesting to be placed on the Agenda must provide seven copies of the written material to the office if the office is unable to reproduce the material.*
5. Citizen Participation: There shall be one session of Citizen Participation at each regularly scheduled meeting of the Select Board. This session will be held after the Pledge of Allegiance and the Community Prayer. This session will be 5-10 minutes in length and no speaker may speak more than 3 minutes. Personalities, politics, personal attacks, personnel issues and pending litigation are not appropriate material and will be ruled out of order by the Chair. The Chair is authorized to issue warnings to the offending parties and to determine if requests for future agenda items are appropriate.